

STATE OF MONTANA
SECRETARY OF STATE
RECORDS MANAGEMENT BUREAU
GENERAL RECORDS RETENTION SCHEDULE

Records Category ▶ **ADMIN. & LEGAL RECORDS**

General
Schedule Number ▶ **3**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Appointments - Official - Governor	Agency	5 years		P	Secretary of State
	Appointments - Official - Agency	Agency	5 years		P	Secretary of State
2	Audit Reports	Legislative Auditor	4 years		P	Archives (one copy)
		Agency	6 years		6 years	Destroy
3	Bills of Sale (for capital equipment; excluding real property)	Agency	4 years	4 years	8 years	Destroy
4	Complaints - Written	Agency	3 years		3 years	Destroy
5	a. Correspondence (Permanent Program and Policy Correspondence)	Agency	3 years	0 years	3 years	Archives
	b. Correspondence (Non-Permanent Correspondence: Routine)	Agency	3 years	0 years	3 years	Destroy
	c. Correspondence (Non-Permanent Correspondence: Transitory)	Agency	30 days	0 years	30 days	Retain for atleast 30 days, then destroy if no longer needed for administrative purposes.
	d. Correspondence (Non-Permanent Correspondence: Reading Files)	Agency	varies	0 years	varies	Retain until no longer needed for administrative purposes; destroy
	e. Correspondence (Non-Permanent Correspondence: Suspense/Tickler/Follow-up Files)	Agency	varies	0 years	varies	Incorporate into Permanent Program and Policy Correspondence files <i>if appropriate</i> ; if not, destroy after action has been taken
	f. Correspondence (Non-Record Correspondence: Junk Mail)	Agency	NA	0 years	NA	Destroy/delete at will

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
6	Deeds and Titles	Agency	p		p	Agency
7	Insurance Policies (Other than Worker's comp.)	Agency	3 years		3 years	Destroy 8 years after expiration
8	Leases	Agency				Destroy 5 years after expiration
9	Minutes	Agency	4 years		P	Archives
10	Notices/Affidavits of Publication	Agency	2 years		2 years	Destroy
11	Ordinances, Codes, Regulations, Directives, Policies	Agency	4 years		4 years	Archives for review when superseded
12	Financial Reports	Agency	6 years		6 years	Archives (one copy)
13	Operation Reports	Agency	4 years		4 years	Archives (one copy)
14	Grants & Supporting Documentation	Agency	3 years	2 years	5 years	Retain 5 years after expiration
15	Application for License. Permits, etc.	Agency	3 years		3 years	
16	Licenses, Permits-originals, renewals	Agency	3 years		3 years	Retain 3 years after expiration
17	Test Reports, Certification of Accuracy or Validity	Agency	3 years		3 years	
18	Monthly Reports	Agency	4 years		4 years	Offer to Archives
19	Reading or Day Files	Agency	2 years		2 years	Offer to Archives

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20	Subject Files (Files arranged by subject, may contain correspondence, memoranda, minutes, reprot, etc., concerning policy, procedures, organization, programs, projects, etc.)		varies	varies	varies	If originals are filed here, select and retain permanently those documents of continuing administrative, fiscal, legal or research value; if these are duplicates and the originals are filed elsewhere, destroy when no longer needed
21	Individual Contracts (Upon Term)	Agency	3 years	5 years	8 years	Destroy
22	Forms Order	General Services Agency	4 years 1 year		4 years 1 year	Destroy Destroy
23	Inter-Agency Service Agreement	Agency (Office of Origin)				Retain 3 years after termination of service, then destroy
24	Telephone Service Request	Communication Div Agency	3 years 1 year		3 years 1 year	Destroy Destroy
25	Communication Equipment Request	Communication Div. Agency	3 years 1 year		3 years 1 year	Destroy Destroy

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
26	Inventory Reports (Property Listings)	Agency				Retain until superseded
	TRAVEL FORMS					
27	Personal Vehicle Use Authorization	Motor Pool Employee	3 years		3 years	Destroy Destroy when no longer of value
28	Actual and Necessary Travel Expense Voucher	Accounting Division Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
29	Transportation Purchase Order	Accounting Division Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
30	Travel Expense Voucher	Accounting Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
31	Vehicle Requisition and Trip Form	Motor Pool Agency Highway Accounting	1 year 1 year 4 years		1 year 1 year 4 years	Destroy Destroy Destroy
32	Request and Justification for Out-of-State Travel	Accounting Division Agency	1 year 3 years	4 years	5 years 3 years	Destroy Destroy
33	Contracts	Agency	8 years	0 years	8 years	After Termination
34	a. Drafts/Working Papers (Permanent)	Agency	varies	varies	P	Transfer to Archives
	b. Drafts/Working Papers (Non-Permanent)	Agency	1 year after final action is taken		1 year after final action is taken	Deatroy (as long as a copy of the final report is retained permanently).
35	Closed Legal Case Files: Civil	Agency	2 years	3 years	5 years	Offer to Archives